



## **Job Description: Finance and Administration Manager**

*Park House English school is committed to safeguarding and promoting the welfare of pupils and expects all staff members to share this commitment.*

*Line Manager: Principal (School related responsibilities) / Regional Finance Director (Core Finance responsibilities)*

*Overseen by: Principal / Regional Finance Director*

CHILD PROTECTION, STUDENT WELFARE, HEALTH AND SAFETY	<ul style="list-style-type: none"><li>• Promote and safeguard the welfare of all pupils</li><li>• Have a full understanding of and follow the school's Child Safeguarding Policy and associated procedures</li><li>• Maintain good order and discipline amongst the pupils and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised School activities off site (in line with policy)</li><li>• Ensure that every pupil has the opportunity to discuss concerns and issues</li></ul> Ensure Trips & Visits Procedure is followed at all times when planning educational visits
PURPOSE	The Finance & Administration Manager's role enhances and improves the financial operations and governance of the school environment. The Finance & Administration Manager position is responsible for the accounting, financial reporting and financial operations of the school, including the production of monthly financial reports, maintenance of an adequate system of accounting records, a comprehensive set of controls designed to mitigate risk, enhance the accuracy of the schools reported financial results, and ensure that reported results comply with international financial reporting standards.
DUTIES AND AREAS OF RESPONSIBILITY	<b>Core Finance</b> <ul style="list-style-type: none"><li>• Oversee the operations of the Accounting Department, including the design of an organisational structure adequate for achieving the department's goals and objectives</li><li>• Update and enhance the financial policies and procedures of the school and maintain a documented system of policies and procedures</li><li>• Design internal control systems for all departments to ensure the safeguarding of school assets and monitor and enforce internal controls</li><li>• Ensure the efficient operation and integration of the accounting system throughout the school</li><li>• Ensure the timely reporting of all monthly and annual financial information</li><li>• Ensure general ledger and financial statements are complete and accurate</li><li>• Perform general ledger reconciliations including deferred income and other account analysis</li></ul>



- Each month end, update a 'month end' folder with detailed balance sheet reconciliations for all balance sheet items
- Daily cash reporting and monthly bank reconciliations
- Manage the production of the annual budget and forecasts
- Liaise with banks, audit, legal and tax providers as necessary
- Comply with government reporting requirements and tax filings
- KPI and performance monitoring
- Maintain the fixed asset register by supervising the recording of all items in the inventory, maintaining pertinent records and ensuring adequate treatment of fixed asset acquisitions and disposals
- Manage payables, receivables and invoicing functions of the school efficiency
- Monitor debt levels and compliance with debt covenants
- Prepare monthly budget variance reports and work with the Headmaster on corrective actions
- Provide financial analysis for decision support including capital investments, pricing decisions, and contract negotiations
- Assist the group with gathering data and preparing reports for key personnel as requested
- Ensure the school has adequate insurance cover at all times
- Liaise with suppliers and clients when needed to ensure the smooth running of the day to day operations
- Reviewing of operational contracts to ensure "best value" is achieved
- Provide financial analysis for decision support including capital investments, pricing decisions, and contract negotiations
- Assist the group with gathering data and preparing reports for key personnel as requested
- Prepare and submit payroll to the bank
- Supervise the Accounts Department, which includes enhancing the department development and setting the departmental objectives
- Enforcing the group authorisation limits table
- Ad hoc duties as required

### **School Operations & Administration**

#### **Specific areas of responsibility**

##### **ICT**

- Determine with the Regional Head of ICT appropriate IT infrastructure and ensure contractors fulfill installation as per specification agreed
- With the Regional Head of ICT ensure resources, support and training are provided to enable work colleagues to make the best use of available IT
- Ensure contingency plans are in place in the case of technology failure
- Raise to Regional Head of ICT any issues relating to ICT from the school perspective

##### **Health & Safety (H&S)**



	<ul style="list-style-type: none"><li>• Work closely with H&amp;S coordinator to ensure that school is H&amp;S compliant from an ISP Group perspective and from a local regulatory perspective</li><li>• Ensure that all incidents are recorded in “360” system</li><li>• Review and allocate Budget accordingly to ensure H&amp;S compliance</li></ul> <p><b>HR</b></p> <ul style="list-style-type: none"><li>• Work with school HR to ensure Group and local regulatory compliance of employees</li><li>• Manage with the support of HR the PRO for the school and ensure government compliance is maintained including reporting and licensing</li><li>• Ensure that all details that flow from Cezanne to the payroll system are accurate and correct</li></ul> <p><b>Facilities</b></p> <ul style="list-style-type: none"><li>• Work with school Facilities Manager to ensure budget is appropriately allocated to ensure the up keep and maintenance of the building</li><li>• Monitor the financial progression of CAPEX projects with Regional Head of Facilities and ensure budget targets are met</li><li>• Work with facilities manager to maximise income from external sources such as letting of facilities</li></ul> <p><b>Procurement</b></p> <ul style="list-style-type: none"><li>• Overseeing procurement of goods and services using best practice model and ensuring best value</li><li>• Establishing of robust systems of control for purchase of goods and services</li><li>• Ensure that an inventory of assets is prepared and maintained</li></ul> <p><b>Administration</b></p> <ul style="list-style-type: none"><li>• Ensure that the school is fully compliant</li><li>• Establish effective whole school administrative functions which deliver outcomes within the school’s vision</li><li>• Establish and use effective methods to review and improve administrative systems</li><li>• Ensure all appropriate records are maintained</li></ul> <p><b>General Areas of Responsibility</b></p> <ul style="list-style-type: none"><li>• Prepare business cases for areas such as accommodation, transport, ICT infrastructure, service contracts such as catering and landscaping etc with respective functional heads</li><li>• Be part of the school SLT (Senior Leadership Team), both academic &amp; nonacademic</li><li>• Advise the SLT immediately where mismanagement of school funds is suspected, or value compromised</li><li>• Work with school Admissions team and with Regional Head of Admissions to ensure that the school is on track to achieve its targets. Monitor progress and raise any concerns as and when required</li></ul>
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	<ul style="list-style-type: none"><li>• Seek professional advice on insurance and advise the Principal on appropriate insurances for the school and implement and manage such schemes accordingly</li><li>• Undertake such other reasonable responsibilities and tasks that may, from time to time, be assigned by the Regional Managing Director &amp; Finance Director – Middle East and the International Schools Partnership</li></ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"><li>• Emphasizes the importance of safety in all areas of the curriculum, communicating to the pupils the importance of a responsible attitude towards personal safety, the safety of others and respect for Park House English School's property and equipment</li><li>• Safeguard Park House students</li><li>• Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities</li><li>• Assist in implementing all policies and rules governing student life and conduct</li><li>• Ensure that, all the necessary health and safety rules and procedures are being followed</li><li>• Maintain an awareness of all the health and safety measures to be taken when in school</li></ul>
PROFILE	<ul style="list-style-type: none"><li>• Bachelor's Degree in Finance; Finance specific certification</li><li>• Chartered Accountant or equivalent</li><li>• Minimum 4 years accounting/school operational experience.</li><li>• English is mandatory</li><li>• Arabic is an advantage</li></ul>
SKILLS AND KNOWLEDGE	<p><b>Competencies:</b></p> <ul style="list-style-type: none"><li>• A self-starter managing a varied workload and deadline driven</li><li>• Ability and commitment to seeing a change process through from start to finish</li><li>• Excellent communication and people skills at all levels</li><li>• Ability to coordinate and collate data</li><li>• Strong technical skills</li><li>• IFRS knowledge</li><li>• Health and Safety Awareness</li><li>• Energetic and enthusiastic</li><li>• A dynamic, positive approach to deliver the school's vision</li><li>• Self-motivation and ability to take initiatives</li><li>• Demonstrate an understanding of &amp; commitment to our best practice model</li><li>• Good knowledge and information of school operations</li><li>• Skilled in the use of finance and accounting system</li><li>• Ability to establish and maintain effective working relationships with staff</li></ul>



	<ul style="list-style-type: none"><li>• Presentation skills with the ability to present information in a concise and professional manner</li><li>• Organization skills: well organized and able to prioritize tasks and workload</li><li>• High level of customer service</li><li>• Critical thinking</li><li>• Ability to negotiate, persuade and motivate others</li><li>• Willing attitude to be a part of the school team</li><li>• Strong sense of professionalism</li><li>• Safeguarding and welfare of children</li><li>• A collaborative team-player with excellent interpersonal skills</li><li>• Behaviour management</li><li>• Demonstrated competency to use computer applications related to the role, including word processing and spreadsheet applications</li><li>• Record keeping and report preparation methods</li><li>• Interpersonal skills including tact, courtesy and patience</li><li>• Customer focused</li><li>• Flexibility, multi-tasking mindset and an ability to deal with shifting priorities</li><li>• Dealing with external advisors (bank, auditors, tax etc.)</li><li>• Willingness to undertake appropriate Professional Development</li></ul> <p><b>Attributes:</b></p> <ul style="list-style-type: none"><li>• Empathetic listener and patient</li><li>• Integrity and confidentiality</li><li>• Internationally minded</li><li>• Emotional intelligence</li><li>• Intercultural awareness, creative</li><li>• Flexible and a can-do attitude</li></ul>
OTHER	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>



	<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>As a member of the staff of Park House you will need to comply with the below:</p> <ul style="list-style-type: none"><li>• Compliance with the school's Vision, Mission and Policies</li><li>• Positive Professional Relationship with all staff members are maintained</li><li>• Contact with students is on a strictly professional basis with the physical and emotional safety of students being of paramount importance</li><li>• The hours of work as arranged with the principal are strictly followed</li></ul> <p>This position entails working with information, much of which is held in confidence. Under no circumstances is this confidentiality to be compromised</p>
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Approvals	
Line Manager:	Principal:
Employee:	HR:

### The International Schools Partnership

Park House English School is part of The International Schools Partnership (ISP).

The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our pupils, colleagues and parents. We are committed to getting better, all the time.

ISP was founded by an experienced team of committed educationalists and commercial operators who have worked together over many years. Our growing group of private schools located in the UK, the USA, Europe, Costa Rica, Chile, Colombia, Ecuador, the United Arab Emirates, Qatar, Malaysia, Mexico and Peru educate children and pupils from 2-18 years of age. We have now expanded to 45 schools delivering multiple curricula and building on local brands and reputations with around 45,000 pupils and 7,000 staff located across the globe.

We believe that successful schools are the ones that put learning at the heart of everything they do, always aiming to create rounded individuals that are able to forge successful careers and lives in a rapidly changing world. Our goal is to enable our schools as the leading school of choice in their local area. We are a truly international group working in different cultures and speaking different languages. We work across countries and cultures, too, by working with each other and with other schools and communities. At ISP we continue to engage with schools around the world who are interested in becoming part of our global group of schools and look forward to welcoming more pupils and staff to the group.

All our schools:



- Help children and pupils learn to levels that amaze them.
- Inspire children and pupils to be successful now and equip them to be successful later.
- Are truly international, working in partnerships within and across regions, cultures and languages.
- Aim to be the schools of choice for children, pupils and their families, wherever we are.

Park House English School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All shortlisted candidates and post holders are subject to appropriate International Criminal and Child Protection Background Checks or equivalent, covering the previous 10 years of employment history. Park House English School recruit teachers in several ways including direct application to the school and through international teacher recruitment agencies and organizations.

